

OFFICE OF ADULT EDUCATION
INDIANA DEPARTMENT OF EDUCATION

DUE DATES
OUTREACH or ENGLISH LITERACY/CIVICS PROGRAM REPORTS
(JULY 1, 2009 - JUNE 30, 2010)

JANUARY/FEBRUARY 2010	APRIL 2010	JULY 2010	AUGUST 2010	NOVEMBER 2010
<p style="text-align: center;">JANUARY 15</p> <p>Cumulative Quarterly Report; form from i-STAR or downloaded from web)</p> <p>Cumulative Quarterly Expenditure Report & Cumulative Statement of Quarterly Balance (schools only)</p> <p>Proration of Employee Time (if applicable; 1st & 2nd quarters)</p> <p style="text-align: center;">FEBRUARY 15</p> <p>Mid-year Performance Report (tables from i-STAR or downloaded from web)</p>	<p style="text-align: center;">APRIL 16</p> <p>Cumulative Quarterly Report: form from i-STAR or downloaded from web)</p> <p>Cumulative Quarterly Expenditure Report & Cumulative Statement of Quarterly Balance (schools only)</p> <p>Proration of Employee Time (if applicable; 3rd quarter)</p>	<p style="text-align: center;">JULY 30</p> <p>Cumulative Quarterly Report: form from i-STAR or downloaded from web)</p> <p>Initial Annual Performance Report (tables from i-STAR or downloaded from web)</p> <p>Adult Education Federal Expenditure Report for Institutionalized Adults Served (non-profits only)</p> <p>Proration of Employee Time (if applicable; 4th quarter)</p>	<p style="text-align: center;">AUGUST 31</p> <p>Final Fiscal Report & Final Statement of Expenditures (schools only; attach refund check if grant was under spent)</p> <p>Final Equipment Inventory (if applicable)</p> <p>Adult Education Federal Expenditure Report for Institutionalized Adults Served (schools only)</p>	<p style="text-align: center;">NOVEMBER 1</p> <p>Final Annual Performance Report (tables from i-STAR or downloaded from web)</p> <p>Local Program Survey Report</p>

NOTES: web site: www.doe.state.in.us/adulted/formstodownload.html

Submit all reports to the attention of the Adult Education Specialist at the Office of Adult Education, and clearly label each report with the agency name and/or program number. Program numbers begin with "FY2009-84."

Share this calendar with all staff involved in the operation of the program including the fiscal office. This is critical when there is staff turnover during a program year.

If reports could be late, contact your program consultant as soon as possible to inform him/her of the situation. Whenever there is uncertainty about report requirements, contact the Adult Education Specialist as soon as possible.